



COVID-SAFE INFORMATION FOR BUS GROUPS VISITING TWEED REGIONAL GALLERY & MARGARET OLLEY ART CENTRE

As of 1 November 2020, TRG&MOAC is able to welcome booked bus group visits. Please note the following important information when planning your visit:

Gallery hours are Wed – Sun 10.00am – 1.30pm DST and 2.00pm – 5.00pm DST.
The Gallery is closed for 30 mins cleaning daily. Gallery Café remains open.

The NSW Government Public Health Order that applies to museums and galleries has been updated. The relaxation of COVID-19 restrictions aims to keep everyone safe while allowing us to keep serving the community.

BOOKINGS

- A booking agreement is essential for all groups over 10 people wishing to visit the Gallery. Bus groups arriving without a booking may not be able to enter the building under our COVID-Safe plan.
- All booking arrangements must be finalised with at least 2 weeks' notice with the Gallery's Education and Audience Development Officer
Tel 02 6670 2712 or email gallerieducation@tweed.nsw.gov.au
- Entry to the Gallery is free for community group visits. A bus booking fee of \$62.00 applies to commercial tour operators.

GROUP NUMBERS

- For groups under 10 people, it will not be necessary to make a booking however we ask that one person provide contact tracing details for the entire group upon arrival.
- **IMPORTANT The Gallery cannot accommodate bus groups with more than 30 people at this time.**
- Groups with more than 10 people will need to enter the Gallery by arrangement via the Margaret Olley Art Centre ramp at the Western end of the building. This is adjacent to the bus drop off/parking point and is wheelchair accessible. Entry via this method must be pre-arranged as part of your booking agreement.
- To assist with physical distancing, groups with more than 10 people may need to break down into smaller groups during their visit. Capacity numbers for each gallery space advertised and all visitors will need to maintain acceptable physical distancing.

SCHOOL VISITS

- A booking agreement is essential for all school group visits. Schools arriving without a booking may not be able to enter the building under our COVID-Safe plan.

- **IMPORTANT The Gallery cannot accommodate school groups with more than 30 students at this time.**
- School groups will need to enter the Gallery by arrangement via the Margaret Olley Art Centre ramp at the Western end of the building. This is adjacent to the bus drop off/parking point and is wheelchair accessible. Entry via this method must be pre-arranged as part of your booking agreement.
- Due to capacity limits, school groups of more than 15 students will not be able to use the Gallery's workshop/verandah area for food breaks in inclement weather. Please consider this when planning your excursion.
- The school will be responsible for contact tracing for all students as part of the Gallery visit.

HEALTH AND SAFETY MEASURES

The Gallery has a COVID-Safe plan in place that includes contact tracing measures and cleaning throughout the day. In addition to this:

- Hand sanitiser is provided for visitors at entry to the Gallery and throughout the building.
- Physical distancing guidelines for all visitors are displayed.
- High touch areas are currently restricted.
- Interactive touch screen access is limited with cleaning options in place.
- Floorsheets and room brochures have been removed.
- Cloaking facilities are not possible at this time – please leave large bags on the bus.
- The Gallery is closed between 1.30pm and 2.00pm DST daily (Wed – Sun) for COVID cleaning. Access to the Gallery for large group visits during this period may be possible to avoid congestion with the general public. This must be pre-arranged as part of your booking agreement.

GUIDED TOURS

An abridged version of a guided tour may be available for booked groups – dependant on numbers and subject to guide availability. Please discuss guided tour options with the Gallery's Education and Audience Development Officer. Cost \$2 per person. Tel 02 6670 2712 or email galleryeducation@tweed.nsw.gov.au

GROUP BOOKINGS FOR THE 2020 ARCHIBALD PRIZE REGIONAL TOUR

TRG&MOAC will present this exhibition from 22 January – 7 March 2021. This is a special, ticketed exhibition. Please note the following important information when planning your visit:

- Bus group visits are recommended after 3 February to avoid large holiday crowds.

- Capacity limits will apply in this exhibition space. Short wait times to enter the exhibition may be experienced during busy periods.
- The Gallery is closed between 1.30pm and 2.00pm DST daily (Wed – Sun) for COVID cleaning. Access to the Gallery for large group visits during the daily cleaning closure period or outside of normal hours may be possible to avoid congestion with the general public. This must be pre-arranged as part of your booking agreement.
- School group visits on Mondays and Tuesdays (when closed to the public) may be pre-arranged. Please discuss with the Gallery's Education and Audience Development Officer
Tel 02 6670 2712 or email galleryeducation@tweed.nsw.gov.au
- Bus group tickets for Archibald: \$8 per person.
- School/ Education group tickets for Archibald: \$6 per person.
- Tickets will need to be purchased in advance or an invoice can be arranged. A booking link will be available on the Gallery website from **1 December 2020**.
- Guided tours of the *2020 Archibald Prize* are not available. An audio guide will be available for download on personal devices.

GALLERY CAFÉ

- Gallery by Bacaro is open Wed - Sun 10.00am – 4.00pm DST with a separate COVID-Safe plan in place.
- Bookings are required for groups over 5 people. Please make sure your group is booked in directly. Tel 02 6672 5088 or email gallerybybacaro@gmail.com